

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**

**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 5, CHAPTER 1**



**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**21 NOVEMBER 2003**

**Logistics Readiness**

**STANDARD ASSET TRACKING SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement applies to Pacific Air Forces (PACAF) gained Air Force Reserve Command (AFRC) units and Air National Guard (ANG) units upon mobilization unless specifically exempted.

**SUMMARY OF REVISIONS**

Renumbered and updated all paragraphs to correspond to basic manual. This instruction applies to all Pacific Air Forces (PACAF) Logistics Readiness Squadrons (LRS), and outlines PACAF Standard Asset Tracking System (SATS) requirements. A bar (|) indicates revision from the previous edition.

**AFMAN 23-110, Volume 2, Part 5, Chapter 1, is supplemented as follows:**

1.3.5.1. The following SATS reports are mandatory and must be worked daily: Items Not Put Away, Items Not Pulled, and Items Not Delivered.

1.3.5.2. (Added) The logistics readiness squadron commander will determine the delinquent time criteria for clearing items off the three mandatory reports IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Paragraph 15.

1.3.7. (Added) Each base operating under SATS must develop and publish a local operating instruction (OI) or supplement documenting flight/branch roles and responsibilities. The following areas must be addressed at a minimum: (i) what branch will be responsible to work the SATS reports, (ii) classified delivery procedures, (iii) delivery procedures for organizations that have not obtained Smart Cards, (iv) delinquent document criteria and research/clearing procedures, and (v) post-post procedures.

1.3.8. (Added) The SATS Administrator must develop and document SATS server data save procedures (i.e., database exports, back-ups, or archiving).

1.3.8.1. (Added) The data on the SATS server must be saved at least once a day to ensure a proper audit trail is maintained.

1.3.9. (Added) Procedures and analysis will conduct an annual SATS analysis to determine the effectiveness of local operating procedures and to recommend corrective actions to enhance support to supply customers.

1.3.10. (Added) SATS problems must be reported first to the MAJCOM SATS point of contact, then to Gunter Field Assistance Branch (FAB), HQ SSG at DSN 596-5771, if MAJCOM cannot resolve.

1.3.11. (Added) Each base must budget for and obtain a hardware maintenance support agreement with current contractor. The Automatic Identification Technology (AIT) contract information is available on the SSG website at <https://web2.ssg.gunter.af.mil/supply/>. Click on the modernization link, which will take you to the SATS contract information.

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